

## Updating Attendance - Meeting

This document will assist school users in updating Meeting Attendance. Instructions are included for the following:

- Updating attendance for a single student for one day
- Updating attendance for a single student for multiple days
- Updating attendance for multiple students for one day or multiple days

### Updating Attendance for a Single Student for One Day

**Navigation:** Start Page > Select Student > Academics > Attendance

1. Select a student.
2. In the **Academics** menu section, select **Attendance**.

Start Page > Student Selection > Meeting Attendance

Attendance

Smith, [REDACTED]

Meeting

[Change Meeting Attendance](#) [Show dropped classes also](#)

Course	Expression	7/22-7/26	7/29-8/2	8/5-8/9	8/12-8/16	8/19-8/23	8/26-8/30	9/2-9/6	9/9-9/13												
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
SPANISH I [REDACTED]	1(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 12/14/2013 L: 05/31/2014																					
TEAM SPORTS I	1(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 07/22/2013 L: 12/14/2013																					
ENGLISH III [REDACTED]	2(A)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2(B)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
E: 07/22/2013 L: 12/14/2013																					

3. Click the appropriate week.
4. On the **Edit Meeting Attendance** screen, choose an attendance code.
5. Click **Set All** to apply the code to the entire day(s), or click the individual period cell(s).

## Updating Attendance - Meeting

Current attendance code: 1A (Illness or injury)

Week of 07/29/2013

	Monday 07/29/2013 <a href="#">Set All</a>	Tuesday 07/30/2013 <a href="#">Set All</a>	Wednesday 07/31/2013 <a href="#">Set All</a>	Thursday 08/01/2013 <a href="#">Set All</a>	Friday 08/02/2013 <a href="#">Set All</a>
	TEAM SPORTS I [Redacted]	TEAM SPORTS I [Redacted]	TEAM SPORTS I [Redacted]	TEAM SPORTS I [Redacted]	TEAM SPORTS I [Redacted]
08:00 AM	GYM 07:25 AM - 08:52 AM 1A [Redacted] 1(B)	GYM 07:25 AM - 08:52 AM 1A [Redacted] 1(A)	GYM 07:25 AM - 08:52 AM [Redacted] 1(B)	GYM 07:25 AM - 08:52 AM [Redacted] 1(A)	GYM 07:25 AM - 08:52 AM [Redacted] 1(B)
09:00 AM	HOMEROOM [Redacted] 204 08:57 AM - 09:17 AM 1A [Redacted] 6(B)	HOMEROOM [Redacted] 204 08:57 AM - 09:17 AM [Redacted] 6(A)	HOMEROOM [Redacted] 204 08:57 AM - 09:17 AM [Redacted] 6(B)	HOMEROOM [Redacted] 204 08:57 AM - 09:17 AM [Redacted] 6(A)	HOMEROOM [Redacted] 204 08:57 AM - 09:17 AM [Redacted] 6(B)
10:00 AM	ENGLISH III [Redacted] 509 09:22 AM - 10:48 AM 1A [Redacted] 2(B)	ENGLISH III [Redacted] 509 09:22 AM - 10:48 AM [Redacted] 2(A)	ENGLISH III [Redacted] 509 09:22 AM - 10:48 AM [Redacted] 2(B)	ENGLISH III [Redacted] 509 09:22 AM - 10:48 AM [Redacted] 2(A)	ENGLISH III [Redacted] 509 09:22 AM - 10:48 AM [Redacted] 2(B)

6. Click **Submit**.

### Updating Attendance for a Single Student for Multiple Days

**Navigation:** Start Page > Select Student > Academics > Attendance > Change Meeting Attendance

1. Select a student.
2. In the **Academics** menu section, select **Attendance**.
3. On the **Attendance** screen, click **Change Meeting Attendance**.
4. On the **Attendance Change** screen:
  - a. In the **From this Date** field, enter the first date of the absence.
  - b. In the **To this Date** field, enter the last date of the absence.
  - c. In the **Meetings to Scan** field, select the periods/days where the attendance change will be made, or choose **Select All**.
  - d. In the **Code(s) to scan for** field, select **All** to scan for all attendance codes or select specific codes.
  - e. In the **Attendance code to set**, select the appropriate absence reason (or Present).
  - f. In the **If Other Than a Default Present** field, select Overwrite to modify any existing data (using the selections in Steps 4c and 4d above).
  - g. Enter a comment if applicable.

## Updating Attendance - Meeting

**Attendance Change**

Smith,

Option	Value
Change attendance for	Smith, Deontae Lavonne
From this date	08/05/2013 (MM/DD/YYYY)
To this date	8/6/2013 (MM/DD/YYYY)

Meetings to scan

	A	B
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☒ All  
☐ These codes

Code(s) to scan for

Attendance code to set

If other than a default present (default presents will be overwritten regardless)

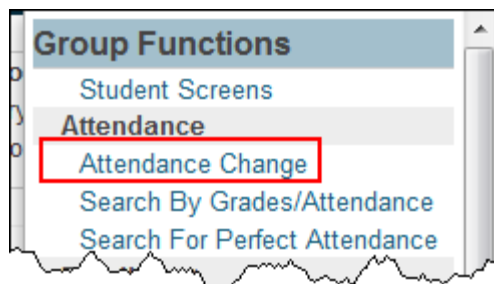
Comment

5. Click **Submit**.

## Updating Attendance for Multiple Students

**Navigation:** Start Page > Select Students > Group Functions > Attendance Change

1. Select students.
2. From the **Group Functions** screen, select **Attendance Change**.



## Updating Attendance - Meeting

3. On the **Change Daily Attendance** screen:
  - a. In the **From this Date** field, enter the first date of the absence.
  - b. In the **To this Date** field, enter the last date of the absence.
  - c. In the **Meetings to scan** field, select the periods/days where the attendance change will be made, or choose **Select All**.
  - d. In the **Code(s) to scan for** field, select **All** to scan for all attendance codes or select specific codes.
  - e. In the **Attendance code to set**, select the appropriate absence reason (or Present).
  - f. In the **If other Than a Default Present** field, select **Overwrite** to modify any existing data (using the selections in Steps 3c and 3d above).
  - g. Enter a comment if applicable.

Changes will be made for all students selected.

### Change Meeting Attendance

Meeting

Option	Value
Change attendance for	The selected 4 students
From this Date	08/05/2013 <small>(MM/DD/YYYY)</small>
To this Date	8/6/2013 <small>(MM/DD/YYYY)</small>

**Meetings to scan**

	A	B
1	✓	✓
2	✓	✓
3	✓	✓
4	✓	✓
5	✓	✓
6	✓	✓
7	✓	✓

Select All

Clear

☒ All

☐ These codes

## Updating Attendance - Meeting

Code(s) to scan for	<div>Present 1A - Illness or injury 1B - Medical/Dental Appt 1C - Death in family 1D - Quarantine 1E - Court/Admin Proc 1F - Religious Observance 1G - Educational Oppor 1H - Teacher-in-Treatment 1I - Local Sch Bd Policy</div>
Attendance code to set	1C (Death in family)
If other than a default present (default presents will be overwritten regardless)	<input checked="" type="radio"/> Overwrite <input type="radio"/> Don't Overwrite
Comment	<div></div>
<div>Submit</div>	

4. Click **Submit**.

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.